

**RIVERHEAD FREE LIBRARY BYLAWS**

**Adopted: July 1960**

**Amended**

**June 13, 1963**

**June 9, 1966**

**April 20, 1972**

**April 19, 1973**

**April 21, 1983**

**April 11, 1985**

**April 6, 1987**

**January 14, 1991**

**July 13, 2004**

**March 15, 2005**

**October 9, 2007**

**February 10, 2009**

**May 12, 2015**

**February 14, 2018**

**March 11, 2020**

**May 12, 2021**

**February 9, 2022**

**May 11, 2022**

**Amended**

**March 8, 2023**

**BYLAWS  
OF  
THE RIVERHEAD FREE LIBRARY  
RIVERHEAD, NEW YORK**

**ARTICLE I  
CORPORATE TITLE AND OBJECTIVE**

Section 1. The organization will be known as the Riverhead Free Library, Riverhead, Suffolk County, New York, United States of America.

Section 2. The objective of this Association shall be to maintain a library for the free use and benefit of all residents of the Riverhead School District.

**ARTICLE II  
MEMBERSHIP**

Section 1. All residents eighteen years of age or older of the Riverhead Central School District, Suffolk County, New York shall be Association Members.

Section 2. Membership in the Association is automatically terminated when a person is no longer a resident.

Section 3. Members of the Association shall be eligible to vote at the Annual Budget Meeting of the Association or at Special Meetings of the Association provided they shall have been members of or before thirty (30) days prior to the meeting at which they seek to vote.

## **ARTICLE III** **BOARD OF TRUSTEES**

Section 1. The Board of Trustees shall consist of nine members, one third of whom shall be elected each year. They shall serve for a term of three years. The term of each Trustee shall begin on July 1st and end on June 30th.

Section 2. Trustees must be members of the Association. Current Library employees may not serve as Trustees. Former employees of the Library may not serve as Trustees until at least three (3) years have elapsed since the last day of employment.

Section 3. When a vacancy occurs on the Board, the vacancy may be filled by a majority vote of remaining members of the Board until the next regularly scheduled election. If no successor can be agreed upon, the Board shall then be comprised of the remaining Trustees until the next election at which time the vacancy or vacancies shall be filled.

Section 4. Any Trustee who fails to attend three meetings within a rolling twelve month period, without an exceptional excuse accepted as satisfactory by a vote of the trustees, shall be deemed to have resigned and shall be so notified by the president of the Board.

Section 5. Any person who has been elected to serve, and has served the majority of two successive three-year terms as a Trustee of the Riverhead Free Library, shall be ineligible to be nominated or elected to a third term. No trustee may serve more than eight years.

Section 6. The Board may remove a Trustee for misconduct, incapacity, or neglect of duty in accordance with Education Law Section 226, subdivision 8.

Section 7. Each Trustee shall have one vote, irrespective of the office held.

Section 8. A majority of the whole Board (including vacancies) is required for any motion to pass.

Section 9. All actions of the Board shall be of the Board as a unit. No Board members shall act on behalf of the Board, on any matter, without prior approval of the Board. Once Board approval is made the decision shall be communicated to the Director. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee, unless he or she is requesting services as a library patron.

**ARTICLE IV**  
**POWERS AND DUTIES**

Section 1. The control and management of the property and affairs of the Association shall be vested in a Board of Trustees.

Section 2. The Association shall, to the extent permitted by law, indemnify each and every Trustee and officer, past or present, of the Association and their heirs, executors, and administrators against all expenses, including the amounts of any judgements rendered against them provided that the present or former Trustee provides the Secretary of the Board a copy of any summons, complaint or other legal process served within ten (10) days of receipts. The Association will appoint counsel to represent the interests of the named defendant or respondent. The entitlement of indemnification shall not be deemed exclusive of any other right which the indemnified Trustee may possess under the terms of the bylaws or elsewhere. A Trustee may also retain his or her own counsel.

Section 3. The Board of Trustees shall propose an annual budget for the Association at a public meeting and shall transmit it to the Board of Education of the School District for the submission to the voters of the School District. The Board of Trustees shall adopt such Budget at the next regularly scheduled public meeting following voter approval of the Budget.

Section 4. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

**ARTICLE V**  
**MEETINGS**

Section 1. Regular meetings of the Board of Trustees shall be held each month, the date and hour to be set by the Board. Notice shall be posted stating the meeting dates and times and locations.

Section 2. Five members of the Board of Trustees shall constitute a quorum.

Section 3. Special meetings may be called by the President or at the request of at least three of the Trustees with a minimum of 72 hours written notice.

## **ARTICLE VI** **OFFICERS**

Section 1. The Officers of the Board shall consist of a President, a Vice-President, a Secretary and a Treasurer.

Section 2. The Officers shall be elected from among the Trustees at the July Board meeting following the Annual Meeting of the membership for a term of one year. Such term begins at the July Board Meeting and ends on June 30th. Trustees may be elected for no more than three consecutive terms in any one office.

Section 3. A. The **President** shall preside at all meetings of the Board of Trustees. The President shall appoint all members of standing committees and have power to create special committees as needed. The president shall be an ex-officio member of all committees.

B. The **Vice-President** shall assist the President in all functions of that office and in absence of the President, service as the President.

C. The **Secretary** shall keep the Minutes of all meetings of the Board of Trustees. The Secretary shall issue notices of regular and special meetings and shall perform such other functions as may be appropriate to that office.

D. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. The Treasurer shall report the financial statement of the Association to the Board of Trustees at the regular meetings.

## **ARTICLE VII** **FISCAL YEAR**

Section 1. The fiscal year of the Library shall begin on the first day of July and end with the last day of June in each year.

## **ARTICLE VIII** **ANNUAL MEETING**

Section 1. The Annual Meeting of the Library shall be held on the Board's regular meeting date in May. In the event of a failure to hold such a meeting on that date, the Annual Meeting shall be held as soon thereafter as practical on a date to be named by the President.

The Annual Meeting shall:

A. Transact such other business as may properly come before it.

Section 2. Seven members shall constitute a quorum of the Annual Meeting.

Section 3. Notice of time and place of the Annual Meeting shall be posed 15 days preceding the meeting.

## **ARTICLE IX** **STANDING COMMITTEES**

Section 1. All Committee members shall be members of the Board of Trustees. The Library Director shall be a non-voting member of all committees.

Section 2. The Personnel Committee shall be chaired by the Vice-President and shall be made up of at least two other Trustees. Its duties shall be concerned with personnel matters of the Library Staff.

Section 3. The Finance Committee shall be chaired by the Treasurer and shall be made up of at least two other Trustees. Its duties shall be concerned with the details and supervision of the finances of the Library. It shall fulfill the functions both as audit and budget committee, and assist in the preparation of such reports as may be required.

Section 4. The Building, Grounds and Equipment Committee shall be chaired by a Trustee and shall be made up of at least two other Trustees. The duties of this committee shall be concerned with the care and upkeep of the Library building and grounds. It shall be aware of needs and plan for and recommend them to the Board of Trustees.

Section 5. The Policy, By-Laws and Objectives committee shall be chaired by the Secretary and shall be made up of at least two other Trustees. It shall review annually or when deemed necessary, all Policies, Objectives and By-Laws.

Section 6. The Long Range Planning committee shall consist of the entire Board of Trustees, create an ad hoc committee as required, and shall with the approval of the Board appoint the chair and members of such committee.

Section 7. The Fundraising Committee shall be chaired by a Trustee and shall be made up of at least two other Trustees. The duties of this committee shall be concerned with finding, creating and implementing fundraising opportunities throughout the community to support Library projects that require funding not supported through the Library's operating budget.

Section 8. The Ad Hoc Committee, the President may, with the approval of the Board of Trustees, create an ad hoc committee as required, and shall with the approval of the Board appoint the chair and members of such committee.

## **ARTICLE X** **NOMINATIONS AND ELECTIONS**

New Trustees will be elected by ballot during the Library's Annual Budget Vote. Candidates for the Board of Trustees run at large, not for specific seats.

Applications from candidates who wish to be on the Board of Trustees must be submitted in writing to

the Library Director no later than thirty (30) days prior to the date of the Annual Budget Vote. Applications shall state the name of the individual seeking to be Trustee of the Library along with the address which establishes the candidate as a resident of the Riverhead Central School District, Suffolk County, New York. Candidates are encouraged to include in the application why they wish to be a member of the Board of Trustees, and what qualifications they possess which they believe would benefit the Library.

The Board shall establish an ad hoc committee made up of at least three (3) members of the Board charged with reviewing applications of candidates for the Board of Trustees. The ad hoc committee shall be on alert for new members and use every effort to build a representative Board from the Riverhead Central School District. The committee shall interview candidates, after which it shall prepare a slate of candidates nominated by the committee for membership on the Board of Trustees to be voted upon at the Annual Budget Vote. A list of independent Nominations (i.e. candidates who submit an application in accordance with these Bylaws but who are not on the slate as recommended by the ad hoc committee) shall be posted not less than five (5) days prior to the Annual Budget vote. No candidate for the Board of Trustees shall be placed upon the ballot unless he/she had submitted an application with these Bylaws and (i) is on the slate of candidates nominated by the ad hoc committee or (ii) is an independent nominee.

The conduct of the election shall be held in accordance with the Library's nomination and elections policy.

## **ARTICLE XI** **VOTER INFORMATION**

Section 1. As candidates for the Library Trustee run at large and not for specific seats, voters may, but are not required to, vote for as many candidates as there are vacancies to be filled.

## **ARTICLE XII** **PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in Robert's Rules of Order Revised shall govern the Board of Trustees in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE XIII** **AMENDMENTS**

Section 1. The Bylaws may be amended at any regular Board Meeting or Special Meeting called for the purpose, by affirmative vote of 6 Trustees present. The notice of the proposed amendment shall be read at the regularly scheduled Board Meeting preceding the meeting which such amendment shall be considered.

